



**Office  
Memorandum**

To: Karen Choyce

From: Sherrie Gibson

Department: Executive

Subject: Advance from Mr. Lay's LOC

Date: August 30, 2001

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On Friday, August 31, 2001, Mr. Lay would like an advance of \$4,000,000 wired as follows:

Bank of America, NA  
Houston, TX 77002  
ABA: 111000025  
Name: Kenneth L. Lay  
Acct#: 266-253-0707

Thanks so much.

CC: Joanne Cortez

Lupe Spencer

EC38648B0050127

Respect  
Form 000-489-E(7/92)

Integrity

Communication

Excellence